



© World Beat Cultural Center

## **CARES Grant Initiative**

*For Arts and Culture Organizations Serving Communities of Color*

*Applicant Guidelines*

Application Guidelines  
CARES Grant Initiative (CGI)  
For Arts and Culture Organizations Serving Communities of Color

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*This special grant initiative is funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act through the National Endowment for the Arts, a federal agency, and the California Arts Council, a state agency, and the City of San Diego.*

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## **Section 1: Introduction**

The City advances and drives the economy and creative ecosystem by investing in new and artistic media and cultural production, cultivating local participation and engagement, and advancing San Diego as a global city. Committed to equitable economic development, and cultivation of a dynamic arts ecosystem, City arts and culture staff, facilitate the City's investments in the arts, artists, and arts and culture organizations.

## **Section 2: About the CARES Grant Initiative**

The CARES Grant Initiative (CGI) builds on the longstanding commitment made by the City to invest in San Diego's arts and cultural sector. This special grant initiative, administered by City staff, will distribute relief grants for general operating support to eligible San Diego County arts and culture organizations serving communities of color disproportionately impacted by the COVID-19 pandemic. While these grant funds can be used for immediate general operating needs, organizations are encouraged to use the funds to support the employment of their organization's cultural workers through this critical time. Preference will be given to eligible organizations that intentionally serve BIPOC communities and didn't receive support through the City's fiscal year 2021 Organization Support Program or Creative Communities San Diego funding categories. Grant funds must be expended by January 31, 2021.

CGI is a one-time special grant initiative in response to the impact of the COVID-19 pandemic funded by Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act money awarded to the California Arts Council (CAC) through the National Endowment for the Arts, a federal agency, and allocated to their State-Local Partners, including the City of San Diego Commission for Arts and Culture.

## **Section 3: Who is Eligible to Apply?**

Your organization is eligible to apply for a CGI award if:

- **NONPROFIT STATUS:** Your organization holds tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code or your nonprofit organization has a fiscal sponsor with tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code; AND
- **PROGRAMMATIC ACTIVITIES:** Your organization has a two-year history of primarily producing programs or activities that create, preserve, and/or present arts and culture experiences; AND
- **SERVICE AREA:** Your organization is physically headquartered in and serving San Diego County residents; AND

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- **MISSION ALIGNMENT:** Your organization must: 1) provide arts activities, programs and/or services that are culturally relevant and responsive to one or more communities of color; 2) include and represent the identified community or communities served; and 3) have a mission, staff, and board (or other advisory or governing body) deeply rooted in and reflective of the identified community or communities; AND
  - **COVID-19 IMPACT:** Your organization must have general operating expenses, which were negatively impacted by the COVID-19 pandemic.

Your organization is NOT eligible for a CGI award if:

- **CARES ACT SUPPORT:** Your organization received CARES Act grant support from National Endowment for regrating purposes.
- **SCHOOLS:** Your organization is a university, community college, school district, or private educational enterprise.
- **REGRANTING:** Your organization's primary purpose is grantmaking.
- **FOR-PROFITS:** Your organization is a for-profit organization, business or individual.

Organizations that apply for CGI relief funds are encouraged to learn more about the City's fiscal year 2022 funding opportunities through Organization Support Program or Creative Communities San Diego. More information on these funding opportunities is available at the following link: <https://www.sandiego.gov/arts-culture/funding>.

#### **Section 4: How Much Funding is Available?**

The City will distribute ten grant awards each in the amount of \$1,500. There is no matching requirement for a CGI award.

#### **Section 5: How to Apply for a CGI Award**

1. **APPLICATION:** Apply through the online application system. Connect to the online application form through the City's website [www.sandiego.gov/arts-culture/funding](https://www.sandiego.gov/arts-culture/funding). All applications must be submitted by November 13, 2020 5:00 PST. No late applications will be accepted. Applications are accepted via the online platform [GoSmart](#). Only applications submitted via the GoSmart platform will be accepted.
2. **WORKSHOP AND OFFICE HOURS:** Take advantage of these opportunities to strengthen your application! The [workshop](#) will provide an opportunity for organizations to meet staff, learn about the opportunity, and ask questions. Additionally, [office hours](#) are available on an informal and drop-in basis. All office hours will take place on Zoom or by phone. More

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information about the workshop and office hours is available at <https://www.sandiego.gov/arts-culture/funding/cares>

3. TRANSLATION AND ASSISTANCE: Applications must be filled out online and in English. If you need assistance or require different forms of access, please contact us at [gomezl@sandiego.gov](mailto:gomezl@sandiego.gov) or (619) 236-6778. Staff is available by email and phone to assist you.

Las solicitudes deben completarse en línea y en inglés. Si necesita ayuda o necesita diferentes formas de acceso, comuníquese con nosotros a [gomezl@sandiego.gov](mailto:gomezl@sandiego.gov) o al número de teléfono (619) 236-6778. El personal está disponible por correo electrónico y por teléfono para ayudarlo.

## **Section 6: After Your Organization Applies**

1. SELECTION PROCESS: City staff will first review all applications to ensure eligibility. Staff will then facilitate a panel review process of eligible applications. The panel, comprised of diverse resident representatives and arts and nonprofit professionals from the greater San Diego region, will evaluate and score applications and make funding recommendations to the City. The advisory panel will use a standard scoring system to evaluate COVID-19 Impact section of the application and assign a rank to each application: Very Aligned with the scoring criteria (Ranks in the 4 range); Aligned with the scoring criteria (Ranks in the 3 range); or Not Aligned with the scoring criteria (Ranks in the 2 range).
2. GRANT AWARD NOTICE, PAYMENT and POST-GRANT SURVEY: If your organization is awarded funding, you will receive an electronic grant award notification packet that includes a grant award letter, [general terms and conditions](#) as well as forms that need to be completed prior to accessing payment, including an IRS W-9 form and Electronic Funds Transfer form (if you are using a fiscal sponsor, they will be expected to complete these forms for the grantee organization). A short post-grant survey will be sent to all grantee organizations after the grant is awarded to report on outcomes and expenditures by Monday, February 8, 2021. Completion of the survey is required in order to receive any future funding from City.

## **Section 7: Conditions for Submission**

1. The City reserves the right to reject, in whole or in part, any applications, to not accept a funding recommendation made by any panel or advisory group, to initiate an alternate process, to reissue the guidelines and/or cancel CGI, in whole or in part, at any time without prior notice and makes no representation that any funds will be awarded to any organization. Additionally, the City expressly reserves the right to postpone opening

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applications for its own convenience, and/or to waive minor informalities or irregularities in the applications received.

2. The City reserves the right to revise these guidelines by addendum. The City is bound only by what is expressly stated in these guidelines and any authorized written addenda thereto. Addenda will be posted on the City's website at [www.sandiego.gov/arts-culture](http://www.sandiego.gov/arts-culture). It shall be the organization's responsibility to check the website up to the final submission date for any possible addenda.
3. The City accepts no financial responsibility for any costs incurred by applicants or fiscal sponsors. The City is not responsible for the loss or damage of any materials submitted.
4. The submission of an application does not guarantee funding.
5. Funds must be expended by a grantee organization by January 31, 2021 and can only be used for general operating needs of the organization such as salaries, fees for artists and other contract personnel, and facility costs that occurred after March 1, 2020 but before January 31, 2021.
6. Each organization awarded funding must receive an award letter from the City before accessing payment directly or through a designated fiscal sponsor, and it can take a up to 30 days from notification of CGI award for the City to provide award letter.
7. CGI funds may not be used to supplant other state-funded expenses nor support any of the following expenses: hospitality or foods costs; fundraising activities or services such as annual campaigns, fundraising; events, or grant writing; programs or services intended for private use, or for use by restricted membership; religious purposes; operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institution; trusts, endowment funds, or investments; capital outlay, including construction projects or purchase of land and buildings; equipment; debt repayment; out-of-state travel, or lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation.
8. The organization and fiscal sponsor (if applicable) acknowledge that information submitted as part of their application for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.
9. The organization applying for CGI funding is solely responsible for the accuracy and truth of the information they submit to the City. Any organization found to have provided false information to the City, may at any point, be immediately disqualified from receiving funding.
10. CGI utilizes Federal funds. City may request additional information from grantees to comply

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with 2 CFR 200 (Code of Federal Regulations).

11. The organization and fiscal sponsor (if applicable) must supply any additional documentation required to ensure compliance with these guidelines and to comply with Federal, State or County COVID-19 legislation (ex: Payroll Protection Program, CARES Act, etc.).

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## Appendix 1

### Application Tear Sheet

#### CARES Grant Initiative (CGI)

**Deadline: November 13, 2020 5:00 pm PST**

#### SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization
2. DBA Name of Organization, if applicable
3. Address of Organization
4. Tax ID (EIN) [ATTACH NONPROFIT ORGANIZATION IRS TAX EXEMPT LETTER IF YOUR ORGANIZATION HAS 501\(c\)3 or 501\(c\)\(6\) STATUS](#)
5. Organization's primary discipline
6. Year your organization was established
7. Provide your organization's mission statement. [NARRATIVE: 500 CHARACTERS](#)
8. Are you a new applicant to the City's arts and culture funding program? [CHECKBOXES: YES, NO](#)
9. Contact information:
  - Director of Organization First and Last Name
  - Director of Organization Title
  - Director of Organization Email
  - Director of Organization Phone
  - Primary Contact First and Last Name
  - Primary Contact Title
  - Primary Contact Email
  - Primary Contact Phone
10. Enter the year-end date, total revenues, and total expenses for the organization's most recently COMPLETED fiscal year (mostly likely June 2019 or December 2019). The deficit or surplus is calculated automatically. This is to establish your budget size before COVID-19. Please do not include budget impacts from COVID-19, which are addressed later in the application.

MOST RECENTLY COMPLETED FISCAL YEAR SCHEDULE	DATE
Fiscal Year End Date (MM/DD/YY)	
MOST RECENTLY COMPLETED FISCAL YEAR BUDGET	TOTALS
Total Revenues	
Total Expenses	
Amount of Deficit or Surplus	

11. Is your organization using a fiscal sponsor for the purposes of seeking relief funds? (Note: if your organization does not have 501(c)(3) or 501(c)(6) status you must find a fiscal sponsor with 501(c)(3) or 501(c)(6) status before you can apply for relief funds). [CHECKBOXES: YES, NO](#)
  12. If applicable, can your organization provide proof of a formalized fiscal sponsorship agreement or letter? [CHECKBOXES: YES, NO, NOT APPLICABLE](#)
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## Appendix 1

13. If applicable, contact information for fiscal sponsor:
  - Name of Organization
  - Tax ID (EIN) [ATTACH NONPROFIT ORGANIZATION IRS TAX EXEMPT LETTER](#)
  - Director of Organization First and Last Name
  - Director of Organization Title
  - Director of Organization Email
  - Director of Organization Phone
  - Primary Contact First and Last Name
  - Primary Contact Title
  - Primary Contact Email
  - Primary Contact Phone
14. Provide your organization's annual operating budget for the current year (ending June 30, 2020 or December 31, 2020), which shows the projected revenue and expenses for your organization's current year. [ATTACH PDF](#)
15. Provide an organizational chart showing the names and titles of your organization's staff. Gender and race/ethnicity information is requested but optional. [ATTACH PDF](#)
16. Provide a list of your organization's board (or other advisory or governing body) members with names and titles. Gender and race/ethnicity information is requested but optional. [ATTACH PDF](#)
17. Provide three work samples that are representative of the programs/services your organization produces, including but not limited to programmatic materials, collateral or videos, and provide a current calendar of scheduled activities, if available. [ATTACH MULTI-MEDIA FILES](#)

## SECTION 2: ELIGIBILITY SURVEY

1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code? [CHECKBOXES: YES, NO](#)
  2. If not, can your organization produce proof of its fiscal sponsor's tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code? [CHECKBOXES: YES, NO](#)
  3. Does your organization primarily produce programs or services that create, preserve, and/or present arts and culture experiences? [CHECKBOXES: YES, NO](#)
  4. Is your organization physically headquartered in the county of San Diego? [CHECKBOXES: YES, NO](#)
  5. Does your organization have general operating expenses, as evidenced by the presence of expenses related to personnel, space, overhead etc. in your submitted operating budget in Section 1, Question 10? [CHECKBOXES: YES, NO](#)
  6. Does your organization have programs or services that are not open to the public? [CHECKBOXES: YES, NO](#)
  7. Do your organization provide arts activities, programs and/or services that are culturally relevant and responsive to one or more communities of color? [CHECKBOXES: YES, NO](#)  
[IF YES, WHAT SPECIFIC COMMUNITY OR COMMUNITIES? CHECKBOXES: AFRICAN-AMERICAN/BLACK; ASIAN AMERICAN; LATINX; INDIGENOUS; OTHER \(FILL-IN BLANK\)](#)
  8. Does your organization include and represent the identified community or communities served above? [CHECKBOXES: YES, NO](#)
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## Appendix 1

9. Does your organization have a mission, staff, and board (or other advisory or governing body) deeply rooted in and reflective of the identified community or communities above? [CHECKBOXES: YES, NO](#)
10. Has your organization received CARES Act grant support from the National Endowment for the Arts for regranting purposes? [CHECKBOXES: YES, NO](#)
11. Is your organization a university, community college, school district, or private educational enterprise? [CHECKBOXES: YES, NO](#)
12. Is your organization seeking funding to give out as grants? [CHECKBOXES: YES, NO](#)
13. Is your organization a for-profit organization, business or individual? [CHECKBOXES: YES, NO](#)

### SECTION 3: COVID-19 IMPACT

1. Describe your circumstances as a result of COVID-19. While many of the impacts are similar for nonprofits, your organization may have/likely has unique circumstances. Describe any of these unique impacts, if any. [NARRATIVE: 500 CHARACTERS](#)
  2. Briefly describe the impacts to your organization's budget that were directly caused by COVID-19 and the resulting health orders. [NARRATIVE: 500 CHARACTERS](#)
  3. Have you taken any of the following staffing actions, as a result of COVID-19? [CHECKBOXES \(check all that apply\): LAID OFF STAFF, LEFT VACANT POSITIONS UNFILLED, CUT BACK STAFF HOURS, CUT BACK ORGANIZATION HOURS OF OPERATION, NOT RENEWED CONTRACTS \(STAFF OR OTHERWISE, NONE OF THE ABOVE\)](#)
  4. Describe the community or communities served. How have they been disproportionately impacted by the COVID-19 pandemic? [NARRATIVE: 500 CHARACTERS](#)
  5. Describe how your organization includes and represents the identified community or communities served in section 2, #7? [NARRATIVE: 500 CHARACTERS](#)
  6. Describe how your organization's mission, staff, and board (or other advisory or governing body) are deeply rooted in and reflective of the identified community or communities in section 2, #7? [NARRATIVE: 500 CHARACTERS](#)
  7. Describe how the COVID-19 pandemic has impacted your organization's ability to serve the community or communities identified in section 2, #7? [NARRATIVE: 500 CHARACTERS](#)
  8. If awarded, how do you intend to use the grant funds (funds must be used for general operating needs such as salaries, fees for artists and other contract personnel, and facility costs)? How will this benefit the community or communities identified in section 2, #7? [NARRATIVE: 500 CHARACTERS](#)
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## **Appendix 2**

### **Application & Funding Schedule**

#### **CARES Grant Initiative (CGI)**

**October 12, 2020**

Application guidelines and online application released

**October 12, 2020- November 12, 2020**

Office Hours available with staff (via video conferencing or telephone)  
and CARES Grant Initiative Workshop

**November 13, 2020, 3:00 p.m.**

Last day for questions

**November 13, 2020, 5:00 p.m.**

Applications due

**November 2020**

Panel convenes to evaluate and recommend applications

**November 2020**

Awards announced; payment distribution begins

**January 31, 2021**

Funds must be expended by this date